

Dear Prospective Sponsor:

The attached forms are for use from October 1, 2002 throughout the license period ending June 30, 2004 for brokers and September 30, 2004 for salespersons. Please copy the blank forms to have a supply throughout the period. File the sponsor application only once—with the first course/instructor application(s).

With these forms is a copy of the current regulations governing continuing education. Should any amendments be adopted we will send information about these changes in our monthly letter to all Commission-approved course providers.

Current sponsor and course numbers must be used throughout the period. Sponsors must be certain to purge former numbers from their certification and reporting systems and use 2002-2004 sponsor and course codes, all of which will follow this pattern.

Sponsors:	SP4XX
Elective Courses:	V3XXX4 (all three-hour courses)
	V6XXX4 (all six-hour courses)
	V9XXX4 (all nine-hour courses)
Core Courses:	CCXXX4 (all three-hour courses)
Missouri Real Estate	I0XXX4 (specific twelve-hour course only)
Practice Course:	

If you have any questions about the Missouri regulations or procedures for continuing education sponsorship, please call or write. Please remember to allow sufficient **lead time (90 days)** to apply for course or instructor approval.

Sincerely,

Cindy Smith
Education Specialist

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STATE OF MISSOURI
REAL ESTATE COMMISSION
CONTINUING EDUCATION SPONSOR APPLICATION

P O BOX 1339
JEFFERSON CITY, MO 65102
(573) 751-2628

FORM A

SPONSOR NAME

ADDRESS (CITY, STATE, ZIP CODE)

ADMINISTRATOR

TELEPHONE NUMBER

ATTACH THE FOLLOWING:

- I. A statement explaining how 100% attendance is monitored, along with copies of forms you will use to verify attendance.
- II. A statement explaining exam and re-exam procedures and the policy for make-up exams (only for individual study courses).
- III. A statement explaining compliance with the Americans with Disabilities Act (ADA), to conduct all courses and examinations in a place and manner accessible to all persons, or to offer alternative, but equal arrangements such as auxiliary aids and services for persons with disabilities (for more information, contact the Equal Employment Opportunity Commission).

Program Administration:

1. Continuing education applications must be submitted at least 90 days before the date the course is first scheduled.
2. No part of any continuing education course may be used to solicit membership in any organization, to recruit licensees for affiliation with any organization, or to advertise the merits of any organization.
3. Courses must be 3, 6, or 9 hours in duration, except the Missouri Real Estate Practice course which is 12 hours. No more than six hours may be taken in any day. An hour is 60 minutes, during which a 10-minute break may be given. 100% attendance is required.
4. Courses must present current and accurate real estate knowledge applicable to Missouri practice, and must be designed and taught in the interest of public service and protection.
5. Advertising:
 - A. copy must be submitted and approved by the Commission at least thirty days before a course and before it is distributed to licensees.
 - B. must state the course title exactly as it is shown in the course approval letter;
 - C. must clearly state the number and type (elective or core) hours for which the course is approved, along with the starting time, date, location, fees, and refund policy; and
 - D. may not use the words "Real Estate Commission approval applied for" or similar language to suggest that approval is pending.
6. Sponsors must:
 - A. issue a completed FORM D (certificate) to each licensee, in person, upon course completion;
 - B. submit a correct and complete FORM E (roster) to the Commission within 10 days after any course offering;
 - C. submit dates, time and location(s) FORM F (Clearinghouse) of course offerings no later than 10 days prior to each course offering;
 - D. maintain all records for 3 years;
 - E. supply an on-site instructor aide in any class of more than 25 licensees; and
 - F. file any substantive course revision with a fee of \$15 per hour at least 30 days before offering the revised course, and offer no course until written approval is received. Courses must follow the outline on file with the Commission.
7. Courses are approved for the balance of the license renewal period. Course and sponsor approval expires with licenses, in even-numbered years, on June 30, (broker licenses) and September 30 (salesperson licenses).

I have read and understand 4 CSR 250-10, and undertake to offer classes in full compliance with Missouri Real Estate Commission regulations.

SPONSOR

DATE

BY: SIGNATURE OF CONTINUING EDUCATION ADMINISTRATOR





STATE OF MISSOURI
REAL ESTATE COMMISSION
CONTINUING EDUCATION COURSE APPLICATION

P. O. BOX 1339
Jefferson City, MO 65102
(573) 751-2628

FORM B

COURSE TITLE									
SPONSOR	CURRENT SPONSOR NUMBER (IF ASSIGNED)								
ADDRESS (STREET, CITY, STATE, ZIP CODE)									
ADMINISTRATOR	FAX NUMBER								
E-MAIL ADDRESS	TELEPHONE NUMBER								
ENCLOSE WITH THIS APPLICATION: 1. a copy of all course materials; 2. course outline; 3. learning objectives; 4. a copy of final examination(s) (if applicable) with answer key(s); 5. a copy of any evaluation form to be used for course & instructor(s); 6. a draft of all proposed advertising; 7. fees of \$25 for each hour, \$15 for each instructor, \$100 tape review for review of each individual study course; and 8. completed FORM C for each instructor who will teach the course.	HOURS REQUESTED <input type="checkbox"/> 3 hour core course (see 4 CSR 250-10.010) <input type="checkbox"/> 3 hour elective course <input type="checkbox"/> 6 hour elective course <input type="checkbox"/> 9 hour elective course <input type="checkbox"/> 12 hour "Missouri Real Estate Practice" course <table><tr><td>LEARNING LEVEL</td><td>COURSE TYPE</td></tr><tr><td><input type="checkbox"/> Beginning</td><td><input type="checkbox"/> Live lecture</td></tr><tr><td><input type="checkbox"/> Intermediate</td><td><input type="checkbox"/> Individual study</td></tr><tr><td><input type="checkbox"/> Advanced</td><td><input type="checkbox"/> Other (Attach a description)</td></tr></table>	LEARNING LEVEL	COURSE TYPE	<input type="checkbox"/> Beginning	<input type="checkbox"/> Live lecture	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Individual study	<input type="checkbox"/> Advanced	<input type="checkbox"/> Other (Attach a description)
LEARNING LEVEL	COURSE TYPE								
<input type="checkbox"/> Beginning	<input type="checkbox"/> Live lecture								
<input type="checkbox"/> Intermediate	<input type="checkbox"/> Individual study								
<input type="checkbox"/> Advanced	<input type="checkbox"/> Other (Attach a description)								
LIST MAJOR REFERENCE MATERIALS USED IN THE DEVELOPMENT OF THIS COURSE:									
THIS COURSE WILL BE OFFERED AT THE FOLLOWING LOCATIONS: (ATTACH LIST IF NECESSARY)									
DATE	PLACE								
INSTRUCTORS (ATTACH COMPLETED APPLICATION AND FEE FOR EACH INSTRUCTOR)									
THE MAIN BENEFIT TO THE CUSTOMERS/CLIENTS OF THE LICENSEE WHO ATTENDS THIS COURSE WILL BE:									
SIGNATURE OF CONTINUING EDUCATION ADMINISTRATOR	DATE								

[illegible]

Attachment II

[illegible]



STATE OF MISSOURI
REAL ESTATE COMMISSION
CONTINUING EDUCATION INSTRUCTOR APPLICATION

P.O. BOX 1339
JEFFERSON CITY, MO 65102
(573) 751-2628

FORM C

INSTRUCTOR NAME

ADDRESS (STREET, CITY, STATE, ZIP CODE)

SPONSOR NAME

CURRENT SPONSOR NUMBER

SPONSOR ADDRESS

FAX NUMBER

ADMINISTRATOR

TELEPHONE NUMBER

COURSES FOR WHICH APPROVAL IS SOUGHT

**CURRENT COURSE
NUMBERS**

ATTACHMENTS

1. Resume showing professional background, teaching experience, instructor development workshops completed, and license/degrees/designations earned.
2. Fee of \$15 for each course listed above.

I have read and I understand the rules and regulations governing continuing education in Missouri. I will faithfully adhere to the approved outline in any course I teach, will enforce 100 percent attendance, and will otherwise conduct courses in full compliance with Missouri Real Estate Commission rules and regulations.

SIGNATURE OF INSTRUCTOR APPLICANT

DATE

SIGNATURE OF ADMINISTRATOR

SCHEDULE OF CONTINUING EDUCATION CLASSES FOR MREC "CLEARINGHOUSE"

Classes for Month of: _____

Missouri Real Estate Commission
3605 Missouri Blvd., P. O. Box 1339
Jefferson City, Missouri 65102
Telephone 573/751-2628
Fax # 573/751-2777

[illegible]

Missouri Real Estate Commission
Code of State Regulations, Chapter 10
Continuing Education

4 CSR 250-10.010 Requirements

(1) Each real estate licensee who holds an active license shall complete during the two (2)-year license period prior to renewal, as a condition precedent to license renewal, a minimum of twelve (12) hours of real estate instruction approved for continuing education credit by the Missouri Real Estate Commission. An active license is any license issued by the commission except those which have been placed on inactive status by a broker or salesperson, pursuant to 4 CSR 250-4.040(3) and 4 CSR 250-4.060(6). Failure to provide the commission evidence of course completion as set forth shall constitute grounds for not renewing a license. For purposes of 4 CSR 250-10, an hour is defined as sixty (60) minutes, at least fifty (50) minutes of which shall be devoted to actual classroom instruction and no more than ten (10) minutes of which shall be devoted to a recess. No credit will be allowed for fractional hours.

(2) At least three (3) hours of the twelve (12) hours of approved instruction shall consist of one (1) of the following core curriculum courses: each of which shall include thirty (30) minutes of instruction on current laws and regulations:

- (A) Missouri laws governing the transfer of real property;
- (B) Broker supervision and escrow account management;
- (C) Fair Housing;
- (D) Property Management; or
- (E) Commercial Brokerage.

(3) The balance of the twelve (12) hours of instruction shall consist of courses which have been approved for continuing education credit by the Missouri Real Estate Commission. The commission will approve those courses which are determined by it to be those through which real estate licensees can remain qualified and can become more competent to provide a higher level of public service and protection.

(4) Effective October 1, 1998, any person who has been issued an original resident, nonresident or reciprocal salesperson license shall, prior to the date of expiration of the original salesperson license, satisfactorily complete his or her twelve (12) hours of continuing education instruction in a classroom course of study entitled Missouri Real Estate Practice; and any person who has been issued an original resident, nonresident or reciprocal broker license prior to completing the course entitled Missouri Real Estate Practice must complete his or her Missouri Real Estate Practice course prior to the date of expiration of the original broker license. No licensee shall be granted continuing education credit for completing Missouri Real Estate Practice after the expiration date of the initial license.

(5) Individual licensees may receive continuing education credit for classroom courses taken in Missouri or another state which have not previously been submitted by the sponsor for approval, provided course content, instructor qualifications and course administration are acceptable to the commission. Applications for nonpreapproved course credit must be on a form prescribed by the commission, accompanied by a nonrefundable evaluation fee of ten dollars (\$10).

(6) The commission may waive all or part of the continuing education requirements upon a showing by the licensee that it is not feasible for the licensee to satisfy the requirements prior to the renewal date. Waivers may be granted for the following causes:

- (A) Serious physical injury or illness;
- (B) Active duty in the armed services for an extended period of time;
- (C) Residence outside the United States;
- (D) Membership in the Missouri Bar;
- (E) Licensee is at least eight (80) years of age;
- (F) Licensee has been licensed consecutively since 1942;
- (G) Member of the Missouri Senate or House of Representatives at any

time during the renewal period to which the waiver applies; and

(H) Member of the Missouri Real Estate Commission during any portion of the renewal period to which the waiver applies.

(7) The following offerings will not be considered by the commission to meet Missouri continuing education requirements even though these offerings may be approved by states with which Missouri enters into continuing education reciprocity.

(A) Training or education not directly related to real estate or real estate practice;

(B) Training or education in office and business skills, such as typing, speed-reading, memory improvement, report writing, personal motivation, salesmanship, sales psychology and time management.

(C) Sales promotions or other meetings held in conjunction with general real estate brokerage activity;

(D) Meetings which are a normal part of in-house training;

(E) That portion of any offering devoted to meals or refreshments;

(F) Sales or brokerage prelicense education; provided, however, the education will satisfy the continuing education requirement for the license period during which the license was issued to either a delinquent or reactivating licensee. New licensees will not receive continuing education credit for prelicense education after September 30, 1998;

(G) Any course or program that is less than three (3) hours in duration; and

(H) Taped, videotaped, and similar electronically reproduced instruction, unless presented in an approved course under direct, in person supervision of an approved instructor and unless no more than fifty percent (50%) of the course time consists of electronically reproduced instruction, except as provided by 4 CSR 250-10.075.

(8) Hours obtained in excess of the twelve- (12) hours required during each license renewal period may not be carried forward to satisfy the requirements for any subsequent renewal period.

(9) Except as provided under 4 CSR 250-10.075, a licensee must be physically present in the classroom during one hundred percent (100%) of the actual classroom instruction. A school, at its discretion, may allow a student to be absent up to ten percent (10%) of the required hours but only for reasons of personal illness, illness or death in the student's immediate family or hazardous road conditions.

(10) Credit will be given to a licensee for attending a specific course only once during a license renewal period.

(11) Time spent as an instructor may be counted as classroom attendance for an approved instructor who is also a licensee. The credit may be gained by an instructor only once for each course or substantially similar course offered during any renewal period.

(12) No part of any course for continuing education shall be used to solicit memberships in organizations, recruit licensees for affiliation with any organization or advertise the merits of any organization.

250-10.020 Sponsors

(1) All continuing education courses and instructors must be sponsored by a person, institution, or organization for the formation and administration of courses. An instructor also may be a sponsor. Each person involved directly or indirectly in the sponsorship of a course, or who participates, or has an interest, financial or otherwise, in its operation, shall be at least twenty-one (21) years of age and a person or entity of integrity, responsibility and good moral character. All applications for continuing education course sponsorship shall be on a form prescribed by the commission and must be submitted by the sponsor at least ninety (90) days before the date the sponsor's first course is scheduled to be offered.

(2) The commission may deny, revoke, suspend, or place on probation the accreditation of a sponsor if at any time it is found that the sponsor does not satisfy the requirements stated in section (1).

250-10.030 Course Approval

(1) No course or program for continuing education credit shall be announced or advertised until it is approved by the commission, in writing, for credit.

(2) Applications for approval of Core Curriculum Courses required by 4 CSR 250-10.010 (2) and the Missouri Real Estate Practice course required by 4 CSR 250-10.010 (4) must contain course outlines that closely follow the curriculum prescribed by the commission.

(3) All applications for course approval shall be submitted by the sponsor at least ninety (90) days prior to the date the course is expected to be offered. Applications shall be submitted on a form prescribed by the Missouri Real Estate Commission and the commission will respond in writing to all requests for course approval within sixty (60) days of receipt of a properly completed application. The commission will either assign a course number or other identification to a course when it is approved or will notify the applicant of the grounds for the course not being approved, as provided in section (6).

(4) Course approval will be for the duration of the license period for which approval is sought.

(5) Course approval application(s) shall be accompanied by a nonrefundable fee of twenty-five (\$25) dollars per hour of continuing education credit being applied for;

(6) If the commission determines that a proposed course does not meet prescribed standards or if the proposed course does not adequately reflect and present current real estate knowledge toward the goal of public protection and service, notice in writing specifying the deficiencies will be provided to the sponsor.

(7) Instructors must teach all courses in close adherence to the outline on file with the commission. In the event a substantive change is proposed, the sponsor must file a revised course outline on a form prescribed by the commission at least thirty (30) days in advance of the scheduled course offering. The nonrefundable fee for filing a course revision shall be fifteen dollars (\$15) per credit hour. Approval in writing from the commission must be received prior to implementation of any substantive course change.

(8) Dates, times and location(s) of course offerings shall be submitted to the commission at least ten (10) days prior to each course offering.

(9) In any given calendar day, no course(s) shall exceed six (6) hours in length and no continuing education sponsor shall issue to a licensee course completion certificate(s) for more than six (6) hours credit. A half-hour or longer break must be given to students after four (4) hours for any course(s) exceeding four (4) hours in length.

250-10.040 Classroom Course Instructor Approval

(1) All continuing education course offerings must be conducted by an approved instructor. All instructors shall possess a bachelor's degree from an accredited institution of higher learning with a major in a field of study directly related to the subject matter of the course being taught or a combination of education and experience equivalent.

(2) The sponsor of a continuing education course shall submit an application for approval of each instructor on a form prescribed by the commission at least ninety (90) days prior to the date the course is scheduled to be offered. Each application shall be accompanied by a nonrefundable fee of fifteen dollars (\$15) per instructor. When more than ten (10) instructor applications for a given course are submitted simultaneously, no fee will be charged for applications in excess of ten (10). Instructor approval will be for the duration of the license period for which approval is sought.

(3) The commission will notify the sponsor within sixty (60) days that the instructor has been approved and certified, or the grounds upon which approval is being denied.

250-10.050 Physical Facilities for Classroom Courses

(1) Physical facilities used in continuing education courses shall--

(A) Be designed primarily for classroom purposes or designed for multipurpose use in the case of meeting halls and convention facilities.

(B) Contain proper seating and writing surfaces;

- (C) Be properly lighted;
- (D) Be properly ventilated;
- (E) Be reasonably free from distracting pedestrian traffic;
- (F) Be reasonably free of sound and light disturbances; and
- (G) Have adequate public address facilities.

250-10.060 Advertising

(1) Advertising for an approved course offering shall contain, in clear and unambiguous terms, a statement indicating the number of hours of continuing education credit for which the course is approved and state the correct title of the course as it is stated in the course approval letter provided by the commission.

(2) Advertising of an approved course offering shall clearly state the times, dates, locations and the fee which will be charged as well as the refund policy which will be employed in the case of cancellation by the licensee or inability of the licensee to attend.

(3) No continuing education advertisement may use the words real estate commission approval has been applied for, or similar language to suggest that approval is pending.

(4) All advertising copy must be submitted to the commission not later than thirty (30) days in advance of a course offering and may not be disseminated until written approval of the advertising copy is obtained.

250-10.070 Records

(1) Each licensee shall be responsible for providing the commission, at the time of license renewal, a true copy of a certificate of course completion in a form prescribed by the commission, but only if verification of course completion has not, at the time of license renewal, been provided by the course sponsor.

(2) The sponsor, at the close of any continuing education course, shall hand to each individual licensee who has satisfactorily completed the course, a certificate of course completion in a form prescribed by the commission.

(3) Within ten (10) days of the completion of the course, the sponsor shall submit to the commission on a form prescribed by the commission, a list of those licensees who have satisfactorily completed the course with their license numbers. The commission, at its discretion, may extend the ten (10)-day period.

(4) Sponsors of continuing education courses shall maintain, for a period of not less than three (3) years, complete records of course attendance and student certification and shall supply duplicate certificates to licensees upon request. A reasonable charge may be made of the duplicate certificates.

(5) For any course attended by more than twenty-five (25) students, the sponsor shall have a person other than the instructor present to assist in administrative duties including, but not limited to, keeping records of attendance, preparing and distributing certificates and assuring that physical facilities meet the requirements of 4 CSR 250-10.

4 CSR 250-10.075 Individual Study Courses

(1) A licensee may complete all or part of the continuing education requirement through the use of videotaped or audiotaped courses that have been approved by the commission for continuing education credit. All applications for course approval shall conform with 4 CSR 250-10.030(1)-(6) and must also include the following, except that an individual study course may be conditionally approved by the commission prior to submittal of the tape and fee in subsection (1)(A):

(A) A videotape or audiotape presentation of one hundred fifty (150) minutes and a nonrefundable tape review fee of one hundred dollars (\$100) for each three (3)-hour course submitted;

(B) A course introduction statement setting out the dates during which the course is approved by the commission, the terms and conditions under which the final examination will be administered, including review of the completed workbook and a list of specific learning objectives referenced to the content of the final examination;

(C) A bound workbook designed so that the licensee will be substantially engaged throughout the taped presentation in entering specific information as directed by the tape;

(D) A blank form, prescribed by the commission, for the licensee to complete, sign and return to the sponsor within three (3) months of course enrollment requesting administration of the final examination and attesting to the fact that the licensee has completed the course as directed;

(E) Any additional information or material to be supplied to the licensee;

(F) For each three (3)-hour course, two (2) final examination forms (primary and alternate) of thirty (30) multiple-choice items each, with no duplication of items and a key showing correct responses. Examinations must reflect sound test development practices and must measure knowledge of the subject matter of the entire course as set out in the learning objectives; and

(G) A statement setting out the methods the sponsor will use to assure that examinations are maintained securely.

(2) Within one (1) month after a licensee mails to the sponsor a statement of course completion described in subsection (1)(d), the sponsor shall administer the approved examination under the supervision of a proctor appointed by the sponsor. The examination shall be administered at a time and a location agreed upon between the sponsor and the licensee. Prior to examination administration, the licensee must show positive photo identification and a completed workbook. A proctor may administer the final examination to no more than five (5) licensees at one (1) administration.

(3) Within ten (10) days following administration of the final examination, the sponsor shall deliver to a licensee who achieves a score of at least seventy percent (70%), the sponsor shall contact the licensee and arrange for a one (1)-time reexamination, a course review, or both, to be completed within one (1) month of the first administration at a time and place agreed upon between the sponsor and the licensee. Any fees to be charged for reexamination and review must be set out in the information provided at enrollment, under subsection (1)(B).

(4) The commission may deny, revoke, suspend or place on probation the approval of an individual study course if it determined that the course materials do not meet acceptable standards of form or content, or if the audiotape or videotape supplied to licensees is of substandard production or performance quality.

250-10.080 Investigation and Review

(1) The commission may investigate approved or proposed course offerings by conferring with sponsors and instructors, by visiting with or without prior notice, or by surveys to participants, instructors and sponsors.

(2) The commission may deny, suspend, revoke or place on probation the accreditation of any sponsor, instructor or course if it determines that the sponsor, instructor or course has failed to maintain reasonable standards, is in violation of the license law or these rules, makes any false statement or substantial misrepresentation in applying for accreditation, or demonstrates a level of performance or credentials not in the public interest.

Course Objectives

MISSOURI REAL ESTATE PRACTICE

Course outlines submitted for approval to offer this course, required under 250-10.010 (4), must provide for licensees' actual in-class practice and must show that, at course completion, licensees will be able to:

1. Present the MREC Broker Disclosure Form and explain agency choices to an unrepresented person;
2. Present and explain brokerage relationships;
3. Complete an Offer to Purchase, with contingencies, and explain it to both a customer and a client;
4. Prepare a seller's net estimate and seller's/buyer's closing statements;
5. Determine value by conducting a competitive market analysis;
6. Catalog at least five situations in everyday practice for potential misrepresentation and identify strategies to prevent its occurrence;
7. Give appropriate responses to customer/client discrimination under Fair Housing/ADA laws; and
8. Qualify buyers and identify appropriate types of financing.